

## Meeting Minutes

# KLING STUBBINS

Project No. 36-0707-00	Project	Mass State Laboratory Improvements Study
	Purpose	Project Review Workshop
	Meeting Date	January 05, 2012
	Issue Date	January 17, 2012
	Location	1 Ashburton Place 21 <sup>st</sup> floor Room #1
		DCAM Project No: <i>DHP0702-ST1</i>

Attendees:				Distribution:	
Charlie Deknatel	DCAM			Attendees	
Bob Barry	DCAM			KS Team	
Paul Ford	DCAM			Kevin Cranston, DPH	
Ellen Whittemore	DCAM			Sandra Duran, DCAM	
Liz Minnis	DCAM			Scott Hennigan, DPH	
Vincent Cirigliano	BSB				
BJ Mohammadipour	BSB				
Tony Ransom	DCAM				
Hope Davis	DCAM				
Michael Reinhardt	DCAM				
Ed Nicosia	DCAM				
Tom Tagan	DCAM				
Shirin Karanfiloglu	DCAM				
John Baker	UMMS				
Jim Aquilino	UMMS				
John Nickerson	UMMS				
Jay Mitchell	UMMS				
Mark Waterbury	EOHHS				
John Auerbach	DPH				
Linda Han	DPH				
Grace Connolly	DPH				
Monica Valdes-Lupi	DPH				
Ceci Dunn	DPH				
Steve Broadhead	KlingStubbins				
Joe Castner	KlingStubbins				
Chris Ham	KlingStubbins				
Joe Bonanno	RDK				
Scott Guertin	RDK				
Joe Donahue	Keville				

The following is a record of the above referenced meeting.		
Item	Action By	Description
1.0		<b>Purpose</b>
1.1	Record	<p>The purpose of the meeting was to provide a status overview of the study investigation to date (as a follow-up of the submission of the KlingStubbins ST02R report, dated October 2011) and to determine the future steps of the study process.</p> <p>Agenda items included:</p> <ul style="list-style-type: none"> <li>Introduction</li> </ul>

		<ul style="list-style-type: none"> <li>Overview of Facility</li> <li>Facility Program and Operations</li> <li>Current Building Conditions</li> <li>Short and Long Term Needs</li> <li>Priority Project Discussion</li> <li>Next Steps</li> </ul>
<b>2.1</b>		<b>Facility Overview</b>
2.2	Record	<p>The KlingStubbins team provide a PowerPoint presentation which included an overview of the facility's existing conditions and recent improvements:</p> <ul style="list-style-type: none"> <li>Two emergency electrical projects</li> <li>Emergency HVAC project</li> <li>Current Boiler study sub task</li> </ul> <p>A copy of the presentation is attached to this meeting report.</p>
2.3	Team	<p>UMMS noted that although the emergency HVAC work is substantially complete, there are on-going systems control issues which need to be addressed. The compatibility issues indicate that completing the HVAC work in terms of the remaining VAV's and related controls is a priority need.</p> <p><i>Update: A meeting on 1/9/12 was held to discuss open issues. It is anticipated that most items will be closed by 1/22/12.</i></p>
2.4	Team	<p>UMMS questioned if sustainable alternatives had been considered for the boiler replacement. KlingStubbins noted that use of solar, geothermal, and CHP had been evaluated, but not advanced. Such items could be further investigated during final design.</p> <p>Site conditions and potential improvements were discussed including drainage and access,</p>
<b>3.0</b>		<b>Facility Program</b>
3.1	Record	KlingStubbins presented a program overview, based on 2009 FTE counts, without growth. UMMS occupies approximately 20% of the building, and DPH users occupy the remainder of the building.
3.2	Record	<p>KlingStubbins noted based on the 'right-sized' program projection it is likely that up to two floors of the Tower Building could be surplus space, provided a more efficient layout is deployed throughout the building. Such space could be utilized a swing space to facilitate a more comprehensive building renovation. UMMS asked for the yield of on e floor fully built out for office space.</p> <p>Lab flexibility was discussed with respect to the reorganization of lab floors to provide support and lab space in a lay-out that would require shift building circulation.</p> <p>The Stable and Biologics Building were discussed briefly.</p>
3.3	Record	<p>UMMS noted that they are experiencing a decrease in wet lab needs, and seeing an increase in dry lab environments.</p> <p>DPH noted that certain areas appear undersized and crowded and that certain labs will need defined separate space due the nature of work being conducted.</p> <p>DPH I/T problems were discussed, and are still being defined, but will need to be addressed.</p>
3.4	DCAM	DCAM noted that it may be beneficial to implement an operational and workflow analysis with a LEAN consultant as a prerequisite to a major renovation of the building.
<b>4.0</b>		<b>Current Building Conditions</b>
4.1	Record	<p>Building deficiencies discussed include:</p> <ul style="list-style-type: none"> <li>Electrical, Plumbing &amp; HVAC Distribution systems</li> <li>Aged laboratory infrastructure (e.g. acid waste)</li> <li>VAV replacement in remainder of Tower Building</li> <li>I/T Infrastructure needs replacement ( no fiber optics in building)\</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Aged Elevator Components</li> <li>▪ Accessibility Deficiencies</li> <li>▪ Discussion focused on which were priority items and what was their impact on longer term renovation and how these improvements might be financed.</li> </ul>
4.2	Record	<p>Positive building attributed discussed include:</p> <ul style="list-style-type: none"> <li>▪ 11' Module conducive to lab planning</li> <li>▪ Flexible stair egress – excess stair capacity could be utilized to accommodate new infrastructure requirements such as ductwork or data closets</li> <li>▪ Exterior duct chases accessible for retrofit</li> <li>▪ Robust structural system mitigates vibration concerns</li> </ul>
4.3	Record	<p>The building has some ADA deficiencies, which should be addressed, including:</p> <ul style="list-style-type: none"> <li>▪ Provide accessible entrances</li> <li>▪ Provide accessible parking spaces</li> <li>▪ Provide accessible toilet room(s)</li> <li>▪ Provide accessible drinking fountain</li> <li>▪ Provide accessible elevator controls</li> </ul>
4.4	Record	<p>The comparison of full building renovation, siting and constructing a replacement facility was discussed, but concluded to be equally or more expensive and with major feasibility and site location concerns.</p> <p>It was noted that there could be significant permitting issues due to the nature of the BSL-3 laboratories if the building were replaced rather than renovated.</p>
<b>5.0</b>		<b>Short and Long-term Needs</b>
5.1	Record	<p>KlingStubbins noted that potential near-term projects which could be implemented with minimal disruption to building users include:</p> <ul style="list-style-type: none"> <li>▪ Elevator Replacement</li> <li>▪ Boiler Replacement</li> <li>▪ Accessibility Compliance</li> <li>▪ I/T upgrades</li> <li>▪ Roof replacement</li> </ul>
5.2	Record	<p>Projects which may require interim disruptions to users, or impact future renovation include:</p> <ul style="list-style-type: none"> <li>▪ Complete VAV replacement</li> <li>▪ Plumbing, Electrical, and HVAC distribution system renovations</li> <li>▪ Exterior envelope repairs</li> <li>▪ Other building core facilities, such as toilet rooms</li> </ul>
5.3	Record	<p>Longer term renovation needs including a floor by floor renovation will require major capital investment and temporary as well as permanent relocations of lab and other units, and could be developed as a multi-phase project.</p>
<b>6.0</b>		<b>Priority Project Discussion</b>
6.1	DCAM	<p>DCAM noted that although no capital budget dollars are currently in place for the MSL, other discretionary funds could be combined should a near-term project emerge. Such monies could include the Energy program, deferred maintenance, and accessibility improvements.</p>
6.2	Team	<p>KlingStubbins noted that since the boiler project would have a relatively short pay-back period, additional energy-related improvements could be coupled with the boiler project, if this work proceeded as an energy project.</p>
<b>7.0</b>		<b>Next Steps</b>
7.1	Team	<p>KlingStubbins will develop a renovation option matrix which will sort proposed building improvements into 3 categories:</p> <ul style="list-style-type: none"> <li>▪ Potential Energy Project</li> <li>▪ Near-term renovation</li> <li>▪ Long-term renovation</li> </ul> <p>The matrix will provide estimated costs associated with proposed improvements in order to facilitate the reservation of capital funds for implementation.</p>

7.2	KlingStubbins	KlingStubbins will draft a revised Work Plan for the MSL study to incorporate the work described in item 7.1 above,
<b>8.0</b>		<b>Next Meeting</b>
8.1	Team	The next meeting will be scheduled for mid-February.  <i>Update: The meeting is tentatively scheduled for 2/16/12, at 2PM.</i>

These minutes were prepared by KlingStubbins for the purpose of recording information covered at the meeting. Should anyone object to any statements or interpretations contained herein, please advise this office within 5 days of this memo or the minutes stand as written.

Prepared by: Steve Broadhead